



Job Opportunity Bulletin

Student Assistant

Tenure/Timebase: Temporary/Intermittent
Office/Location: California Commission on Teacher Credentialing
Certification, Assignment and Waivers Division
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: Range A: \$1362 - \$1456/month
Range B: \$1456 - \$1565/month
Range C: \$1565 - \$1681/month
Range D: \$1681 - \$1814/month
Final Filing Date: May 1, 2006 or until filled
Contact: Micki Hammad-Crowell (916) 323-5096

Duties: Under the direction of the CAW's Policy and Training Program (PTP) managers, the student assistant is responsible for the following:

- Design, create and develop an automated electronic format for training, and policy and procedures using Macromedia Flash, Excel, Word and FileMaker software systems within the Certification, Assignment and Waivers Division.
- Provide technical support for Flash systems design, development and analysis which may include: developing problem solutions using technology; and service and maintain automated training methods.
- Assist in creating and maintaining an electronic tracking system for training projects.
- Other related duties consistent with the goals and objectives of the projects to which student(s) are assigned, and with the mission of the California Commission on Teacher Credentialing.

Conditions of Employment: Fingerprint Clearance is required.

Desirable Qualifications:

- Ability to effectively work alone or in cooperation with team members
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job and good attendance
- Knowledge of Flash software systems
- Knowledge of FileMaker Pro 8 software systems (preferred)
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units and possess the desirable qualifications listed above and have eligibility for appointment to the above classification (e.g., transfer, list or reinstatement) may apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Micki Hammad-Crowell. The applications will be screened and only the most qualified applicants will be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.